



Privacy policy

1. aosphere LLP's commitment to your privacy

We are committed to protecting the privacy of your business and its employees while providing you with the opportunity to use our website (the "Website") to find out more about the products and services we offer that enhance your ebusiness activities.

This privacy policy (the "Policy") describes the ways in which we collect information from you ("User Data") when you use the Website, and what we may use it for. Use of the Website and the provision of User Data (see section 2 below) to us signifies your acceptance of the Policy and your consent to the use of your User Data as set out in 4 below.

Please do not send us any personal information if you do not want your personal information to be used in this way.

If you have any questions or need further information about our privacy practices, please contact us at onlineservices@allenoverly.com.

2. How do we collect User Data from you?

We collect User Data in various ways:

- a. when you complete the form to register for a free trial;
- b. when you use the 'Contact us' form;
- c. when you contact us by emailing 'onlineservices@allenoverly.com'; and
- d. when we request further information from you from time to time following you registering for a free trial or otherwise contacting us.

Much of the User Data we collect comprises business information. Some of it will inevitably comprise personal information about individuals, to which UK data protection laws apply. This Policy describes how we fulfil our obligations under those data protection laws.

3. Use of cookies

Cookies are small text files that are downloaded to your device by websites you visit. We use Google Analytics cookies. These cookies help us improve our site by providing us with information about how users interact with our site such as the number of visitors to the site, the pages they visit and the length of time spent on the site. These cookies don't collect information that identifies a visitor. All the information that the cookies collect is aggregated and therefore anonymous. You may change your browser settings to delete and block cookies. To find out how visit www.allaboutcookies.org.

By continuing to use this site without changing your settings, you consent to our use of cookies as described above.



4. Our use of User Data

We will use User Data in the following ways:

1. To provide the Website to you

We will use User Data and related statistics about usage information to provide and improve the Website and our ebusiness products, to enable our help desk to deal with any queries you have about the Website or our ebusiness products and to notify you of any changes to the Website or our ebusiness products.

2. To send you information about our other products and services

From time to time, we, or third parties acting on our behalf, may wish to send you information about other products and services which we offer and we believe you may be interested in. We may use User Data for this purpose. If you do not wish to receive this information, or if you are already receiving this information from us or third parties acting on our behalf and you no longer wish to do so, please email us at information@allenovery.com.

3. Sharing with affiliates of aosphere LLP

We may make User Data available to any company, partnership or other entity which directly or indirectly controls, is controlled by, or is under common control with aosphere LLP (including, but not limited to, Allen & Overy LLP and Spitalfields Projects LLP) (our "Affiliates"), either for the fulfilment of our products or to enable them to provide you with information about products or services which they believe would be of interest to you. If you decide that you do not wish to receive this information, or if you are already receiving this information from our Affiliates and you no longer wish to do so, please email us at information@allenovery.com.

4. Transferring information if there is a change to our business

If in the future we re-organise or transfer all or part of our business, we may need to transfer User Data to new aosphere entities or to third parties through which the business of aosphere LLP will be carried out.

5. Transfer of User Data outside the European Economic Area ("EEA")

The Internet is a global environment and we may sometimes need to transfer User Data to locations outside the EEA and process User Data in locations outside the EEA. The level of information protection in countries outside the EEA may be less than that offered within the EEA, however we have procedures in place to ensure the protection of your information. By accepting this Policy you hereby consent to such transfers, provided that they are limited to the purposes set out in section 4 above.

6. Legal requirements

While it is unlikely, we may be required to disclose your User Data by a court order or to comply with other legal or regulatory requirements. We will use reasonable endeavours to notify you before we do so, unless we are legally restricted from doing so.



7. Protection of your information

We apply the highest standard of security when it comes to hosting and protecting information.

We will not sell, rent, distribute or otherwise make User Data commercially available to any third party.

8. You are entitled to a copy of your User Data

Under applicable data protection legislation we must ensure that your personal information is accurate and up to date. Therefore, please advise us of any changes to your information.

You are entitled to a copy of your User Data and to request for it to be rectified or deleted as required by applicable data protection legislation. For more information please send an email to onlineservices@allenoverly.com.

9. Changes to the Policy

Information that you send to us in electronic form may not be secure and, unless you are already a client, will not be treated as privileged or confidential.

10. Changes to the Policy

This Policy may be amended by us at any time. Please check the Website periodically to inform yourself of any changes.